

	ABERDEEN SCHOOL DISTRICT	NEPN Code: IJNC-R
	POLICIES AND REGULATIONS	

LIBRARY/MEDIA COLLECTION - REGULATIONS

ORGANIZATION

School libraries have been established as an integral part of the instructional resources of each school. This implies the following:

1. Full time librarians with adequate assistance are needed to establish and maintain a fully functioning library.
2. The library must be open to all students at all times within the framework of the administrative planning and classroom schedules. The library should be open during the school day and such times outside the normal hours to accommodate the needs of students, staff, and community. Each school shall establish these times.
3. The library is to be established as a learning center. As such, it is the responsibility of the administrator, the librarian, and the school staff to provide a balanced service to meet the needs of all students.
4. The library should strive to meet the needs of staff by collecting and maintaining appropriate professional materials/resources.

RESPONSIBILITY FOR SELECTION AND MANAGEMENT

The elected School Board shall designate to the Superintendent the authority and responsibility for selection and management of library materials in all formats held in the district's library/media centers. Responsibilities for actual selection and management shall rest with the appropriate professionally trained library personnel who shall fulfill this obligation consistent with the School Board's adopted selection and management criteria and procedures. Selection and management procedures shall involve representatives of the professional staff directly affected by the selections and persons qualified by preparation to aid in wise selection.

1. The professionally trained and certified staff employed by the school district is responsible for the selection and management of all library/media materials and resources.
2. Selection of materials will be assisted through the use of preview examination, recommendations, standard evaluation aids and faculty consultation. The final decision for purchases will rest with the professionally trained library personnel.
3. Management of materials will be the responsibility of the professionally trained library personnel and includes consideration such as setting checkout limits, checkout duration, and determining fines associated with late and lost materials.

CRITERIA FOR SELECTION

1. The materials selected should be carefully balanced so that various viewpoints on any subject are included.
2. Support and enrich the curriculum and/or students' personal interests and learning.
3. Three sets of key factors will be considered in the selection of materials:
 - Meets high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
 - Is appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for who the materials are selected.
 - Incorporates accurate and authentic factual content from authoritative sources.
4. The District subscribes to the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school board to provide a wide range of materials on different levels of difficulty and representing different points of view. Trained library personnel will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discriminate users of information and productive members of society.

COLLECTION MAINTENANCE AND WEEDING

Selection and management is an ongoing process, which shall include the repair, replacement, and removal of materials.

Annually, trained personnel will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials, which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. When weeding library/media materials, professionally trained library personnel will remove the item from the online catalog, visibly mark the discarded material, and dispose of the item.

DISTRICT POLICY REFERENCE: KEC, KEC-R

REFERENCE: AMERICAN LIBRARY ASSOCIATION, 2018

ADOPTED: March 13, 2000

REVIEWED: June 26, 2006

REVIEWED: October 24, 2011

REVISED: October 26, 2015

Revised: February 22, 2021